



**PEBCA ACADEMY OF PROFESSIONAL**  
**EDUCATION AND BUSINESS COALITION**

**RAWALAKOT**

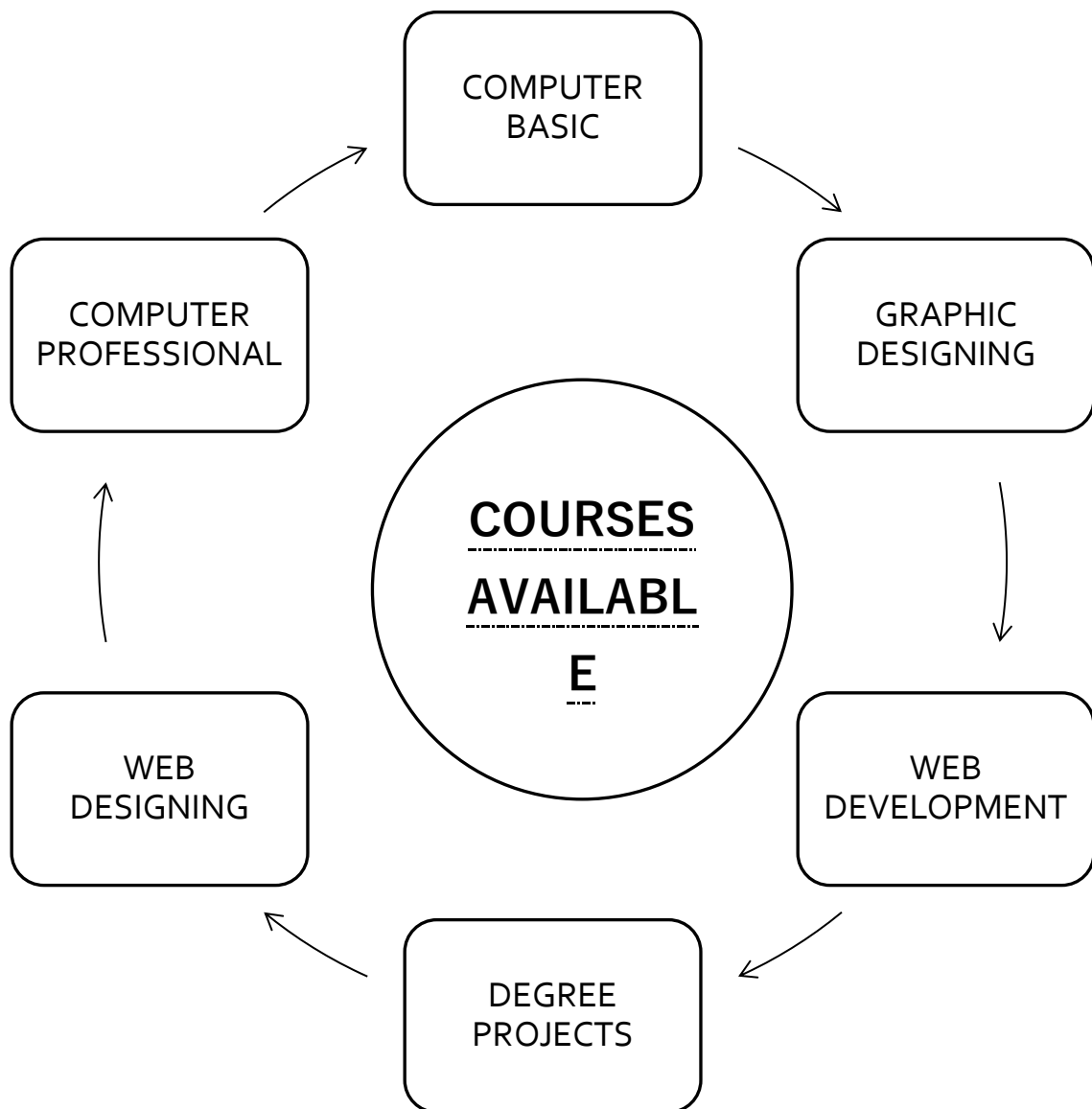
**COURSE CONTENTS OUTLINE**

**COMPUTER**

**BASIC**

**COURSE**

# COURSES AVAILABLE



# **COMPUTER BASIC COURSE**

## **CONTENTS**

Computer Basic Course consists of three main modules.

### **Module 1**

#### **TYPING**

Typing (English+Urdu+Arabic)

Following software will be used

- Typing master
- Ms Word

### **Module 2**

#### **MICROSOFT OFFICE**

- INTRODUCTION TO COMPUTING
- MS Word
- MS POWERPOINT
- MS EXCEL

# **Module 3**

## **COMPUTER MAINTENANCE**

- **Window Installation**
- **Computer Personalization**
- **Hard Disk Partitioning**
- **Data Sharing B/W PC and Mobile via Different Mediums**
- **Software Installation and uninstalling It**
- **Securing Disk, Files, Folder through Password**
- **Internet Browsing (Uploading and Downloading Files from Internet)**
- **Making Social Media Accounts**
- **Documents Printing, Scanning**